

13 February 1978

MEMORANDUM FOR THE RECORD

STATINTL

FROM:

[redacted] NFAC Representative to Records Review Branch, ISAS

SUBJECT: Agreement with Deputy for Archives re Notification of  
Change in Classification

REFERENCE: My MFR, dated 27 January 1978, same subject

1. I again discussed with [redacted] Deputy for Archives, STATINTL procedures which will assure that he is properly notified when a Top Secret document is downgraded by RRB and that he also receives sufficient information to permit notification to the pertinent Area Top Secret Control Officer (ATSCO) and/or RMO. We concurred that the agreement reached in reference remains valid with the exception of the last part of Paragraph 3, which states, "...thus there is no need to inform AARC of any changes in classification".

2. We also agreed that in a large number of instances there will not be a separate listing of the Top Secret documents in archives boxes. In order to meet the concern of the CIA Top Secret Control Officer (TSCO) that the appropriate ATSCO be informed when a document under his control is downgraded, the following procedures, in addition to those in reference, were agreed upon.

a. When a Top Secret document is downgraded by RRB the green Control and Cover Sheet for Top Secret Document will be removed from the document by RRB and a xerox copy will be made of each sheet. The green sheets will then be forwarded by RRB to the CIA TSCO in accordance with current procedures.

b. The xeroxed sheets from each box will be stapled together with a 3x5 sheet indicating the Job and Box Number and will be forwarded to the AARC in envelopes separate from the boxes in which they were received.

c. The Deputy for Archives will use the xeroxed cover sheets to notify the ATSCO and/or RMO of the change in classification of a Top Secret document under his control.

STATINTL

3. We also discussed the cancellation of receipts held by the AARC for Top Secret materials signed for by the ISAS ATSCO. [redacted] did not view this as a problem, saying that when the materials are returned to AARC, the signed receipt for Top Secret materials in a given box is removed from their pending file and placed in the returned file.

STATINTL



CONCUR:

STATINTL



15 February 1978  
Date